



HSS Registered 2016

Coordinator Dietetics and Nutrition Health Salaried Officers Agreement: HSO Level P3

Position Number: 005991
Department of Dietetics and Nutrition
Armadale Kalamunda Group

Reporting Relationships

Executive Director – Armadale Kalamunda Group
HSO Class 1
Position Number: 602758



Director Allied Health
HSO Level G10
Position Number: 111370



This Position



Directly reporting to this position:

Title	Classification	FTE
• 112416 Senior Dietitian	HSO; P2	0.9
• 005010 Senior Dietitian	HSO; P2	1.0
• 112829 Senior Dietitian	HSO; P2	0.4
• 602725 Senior Dietitian	HSO; P2	0.4
• 110446 Dietitian	HSO; P1	0.8
• 115255 Dietitian	HSO; P1	0.9



Also reporting to this supervisor:
• Various

Key Responsibilities

Manages and controls all administrative, clinical and supervisory aspects of the Nutrition and Dietetics service across Armadale Kalamunda Group. Provides expert strategic advice to the Executive Management Team on the organisation and utilisation of Nutrition and Dietetic Services, program business plans, strategic direction and workforce issues impacting on the provision of dietetic Services.



Brief Summary of Duties (in order of importance)

1. Management & Administrative (60% breakdown)

- 1.1 Plan, coordinate, monitor and evaluate the Nutrition and Dietetics services.
- 1.2 Provide expert strategic advice to the Executive Management team on the organisation and utilisation of Nutrition and Dietetic Services, program business plans, strategic direction and workforce issues impacting on the provision of Dietetic Services locally and at a state wide level.
- 1.3 Develops, maintains and reviews standards, guidelines, policies and procedures related to the delivery of Nutrition and Dietetics services and contributes to Armadale Health Service and Kalamunda District Community Hospital policy development as relevant.
- 1.4 Manages human and physical resources ensuring compliance with EMHS policies and practices and other relevant legislative requirements.
- 1.5 Represent Armadale Health Service and Kalamunda District Community Hospital on matters relating to Nutrition and Dietetics, and liaises with Government and external agencies.
- 1.6 Manage the selection, recruitment, orientation and training of Dietetic staff of Armadale Health Service.
- 1.7 Manage the Nutrition and Dietetic Department caseload through assignment of staff to caseloads and duties in consultation with relevant stakeholders.
- 1.8 Identify and manage Nutrition and Dietetics service risks and contribute to risk management processes at a local and whole of health service level as required.
- 1.9 Complete all administrative functions within the Nutrition and Dietetic Department and ensure maintenance of statistics, administrative records and reports.
- 1.10 Manage the Home Enteral Nutrition Scheme offered by the hospital in conjunction with the Senior Dietitian.
- 1.11 Liaises with the Catering Service to ensure the adequate provision of therapeutic diets and fluids, and compliance with the Department of Health Nutrition Standards.

2. Clinical & Education (40% breakdown)

- 2.1 Provides advanced clinical expertise to a selected caseload including planning, implementing, treating and evaluating patient outcomes.
- 2.2 Act as a consultant in the management of complex clinical cases for the department providing clinical support and mentoring to department staff.
- 2.3 Coordinates undergraduate and post-graduate education for dietetics students in consultation with clinical supervisors.
- 2.4 Provides Nutrition and Dietetic clinical consultation to other dietitians and other health professionals in area/s of clinical expertise.
- 2.5 Facilitates the in service training and education of other health professional groups at Armadale Kalamunda Group on issues relating to Nutrition and Dietetics.
- 2.6 Provides oncall and weekend services as required.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe and best practice patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Dietetics and eligible for full membership in the Dietitians Association of Australia as an Accredited Practising Dietitian (APD).
2. Extensive clinical dietetic experience and proven advanced clinical dietetics skills relevant to the designated caseload, including renal and ICU and demonstrated ability to act as a consultant in complex clinical cases.
3. Demonstrated knowledge and experience in planning, developing, coordinating, implementing and evaluating Dietetic and Nutrition services including application of quality improvement principles and practices.
4. Demonstrated leadership ability including experience in supervision, teaching, coordination and performance management of Dietetic staff, support staff and students.
5. Demonstrated high level interpersonal, negotiation and conflict resolution skills with an ability to liaise effectively with patients, individuals and the multidisciplinary team.
6. Demonstrated highly effective time management, organisational and problem solving skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Current knowledge and understanding of health issues relevant to Nutrition and Dietetics.
2. Demonstrated commitment to continuing professional development.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current membership with the Dietitian's Association of Australia (DAA) and Accredited Practising Dietitian (APD) status must be provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	8/09/2016	Last Updated on	8/09/2016 he108661
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